



# How To Change Your TTE Password

1. Log in to TTE
2. Click on **Profile**

The screenshot shows the Concur application interface. The top navigation bar includes links for My Concur, Request, Travel, Expense, Reporting, Administration, and Profile. The Profile link is highlighted with a red rectangle. On the left, there is a promotional banner for booking a rental car. The main content area displays a 'Trip List' table with columns for Trip Name/Description, Status, Start Date, End Date, and Action. Below the table, it states 'No records found.' There is also an 'Active Work' section with buttons for 'New Expense Report' and 'View Reports', and counts for 'Requests (0)' and 'Expense Reports (1)'.

3. Click on **Change Password**

This screenshot shows the sub-navigation bar under the Profile tab. It includes links for Personal Information, Change Password, System Settings, and Mobile Registration. The 'Change Password' link is highlighted with a red rectangle. The Georgia logo is visible in the top right corner.

4. Enter your current password in the **Old Password** field

The screenshot displays the 'Change Password' form within the Concur application. A red arrow points to the 'Old Password' input field. The form includes a 'Note' stating that passwords are case sensitive and must be at least 7 characters long, containing numbers, upper and lower case characters, and symbols. It also features fields for 'New Password' and 'Re-enter New Password', a 'Password Hint' field, and 'Submit' and 'Cancel' buttons. The left sidebar shows the 'My Profile' section with various settings categories like Personal Information, Travel Settings, and Request Settings.

5. Enter your new password in the **New Password** field
  - a. NOTE: Your password must be at least 7 characters. It can contain numbers (0-9), upper and lower case characters (A-Z, a-z), and symbols (such as ^%\*#@#). You cannot use spaces.
  - b. As you enter your password you will see an indicator of the strength (security) of your password.

The screenshot shows the Concur web application interface. The top navigation bar includes 'My Concur', 'Request', 'Travel', 'Expense', 'Reporting', 'Administration', and 'Profile'. Below this, a sub-navigation bar shows 'Personal Information', 'Change Password' (highlighted), 'System Settings', and 'Mobile Registration'. On the left, a 'My Profile' sidebar lists various information categories. The main content area is titled 'Change Password' and contains instructions, a note about case sensitivity, a confirmation message, and three input fields: 'Old Password', 'New Password', and 'Re-enter New Password'. A red arrow points to the 'New Password' field. Below the fields is a password strength indicator showing 'Strong' and a 'Password Hint' field. 'Submit' and 'Cancel' buttons are at the bottom.

6. Enter your new password again in the **Re-enter New Password** field.
  - a. You must type the password in New Password and Re-enter New Password exactly the same or it will not submit.
  - b. You must complete all three fields – Old Password. New Password and Re-enter New Password

This screenshot is identical to the one above, showing the 'Change Password' form. In this instance, a red arrow points to the 'Re-enter New Password' field, which is the third input field in the sequence.

7. If you entered a Password Hint previously you should change it. If you have never entered a Password Hint, it is important to do so now. The Password Hint allows you access to TTE if you forget the password – without calling support. If you do not have a hint and you forget your password, the only remedy is to contact your Agency Local Travel Administrator.

The Password Hint is not a question to answer. The hint should be something to help you remember your password. For example, if your password is the make and year of your first car (1966Chevy) you might enter “What was my first car?”.

The TTE system will automatically email the hint if you select the Forgot Password link on the TTE Login page. The hint will be sent to the email address you have registered in **Profile, Email Addresses**.

Enter the hint in the **Password Hint** field.

The screenshot shows the 'Change Password' form in the TTE system. The form is titled 'Change Password' and includes instructions: 'A password must be at least 7 characters. It can contain numbers (0-9), upper and lower case characters (A-Z, a-z), and symbols (such as ^%\*#@#). It cannot contain spaces. All fields are required.' A note states 'Note: Passwords are case sensitive.' The form has three input fields: 'Old Password', 'New Password', and 'Re-enter New Password'. A large red arrow points to the 'Old Password' field. Below these fields is a 'Password Hint' field with the placeholder text 'What was my first car?'. The 'Submit' and 'Cancel' buttons are at the bottom right of the form.

8. Click **Submit**.

This screenshot is identical to the one above, showing the 'Change Password' form. The 'Submit' button is now highlighted with a red rectangular box, indicating the next step in the process.